

**Why is it
important to
be on time
for work?**



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**How do you
make sure you
arrive on time?**

**What time do
you usually
start work?**

**Do you use a
timetable or
schedule?**

**How do you check
the time during
the day?**

What do you do if you are late?

**How do you tell
your manager if
you will be late?**



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Can you read a clock or watch?

**How do you plan
your day to
be on time?**

What time do you finish work?

How do you manage breaks and lunchtime?

**Do you set an
alarm to wake up
on time?**

**How do you ask
about work
hours?**

**What happens
if you are
often late?**